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CTRL + click to follow link

# Templates installation guide for Windows XP

Windows 7 has a different file structuring than Windows XP. If you are using Windows 7 please refer to "Windows 7 File Path For OE's Templates" section for the location to place the templates.

Once you "download" or save the **Normal.dotm, SSP_Template.dot** and **Macros2007.dotm** files on your Desktop, follow the instruction below to place the files in the proper folders on your computer.
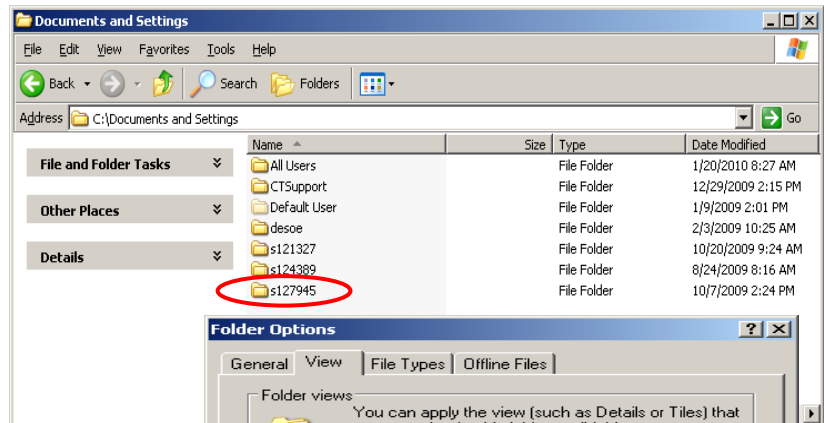
Double-click on **My Computer >** select the **C drive >>**
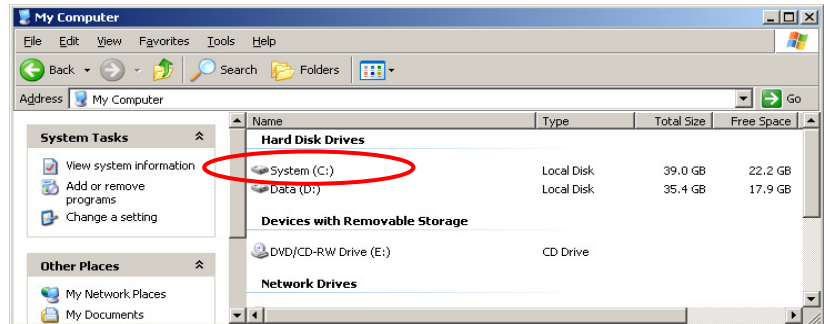
Documents and Settings >>
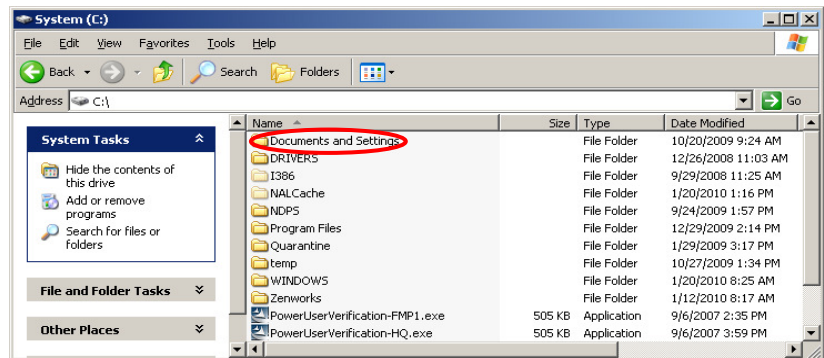
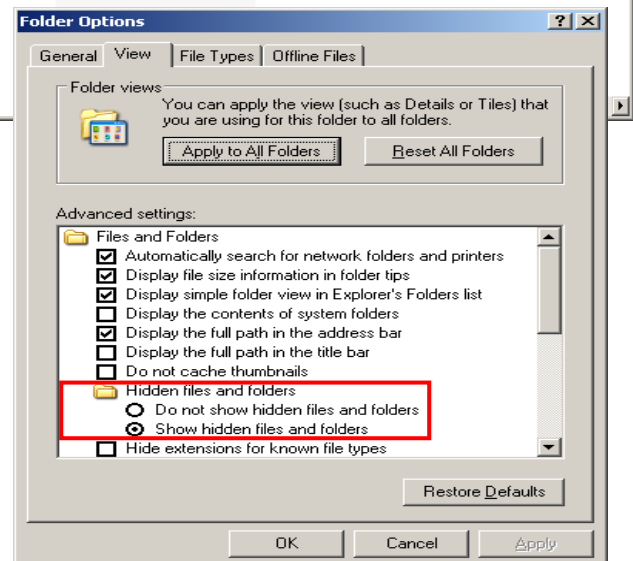Double-click your user folder. Your user folder may be your sNumber or it may be your name >>

*If you don't see the **Application Data** folder, do the following:*

*Click on the **Tools** in the menu bar > **Folder Options… > View** tap (see the figure below) > select the option button to "**Show hidden files and folders**" > then de-select the checkbox for "**Hide extensions for known file types**" > OK.*

Word 2007 Templates Introduction

Now you should be able to see the Application Data folder. Double-click the **Application Data** folder >>
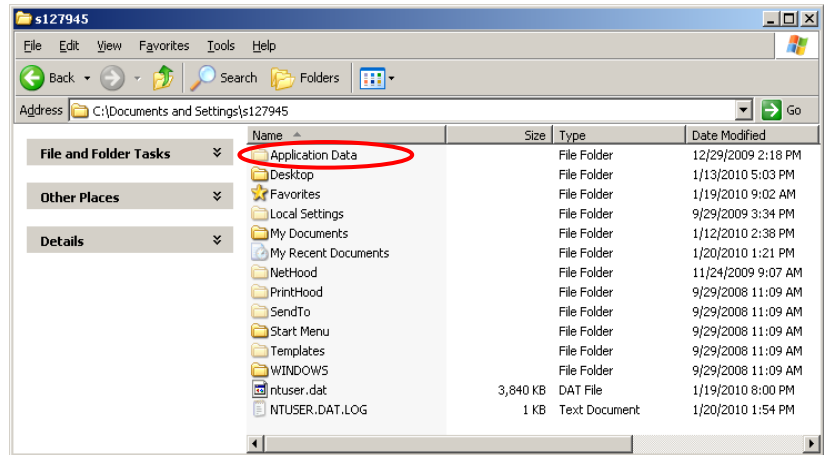
Microsoft folder >>

Templates >>

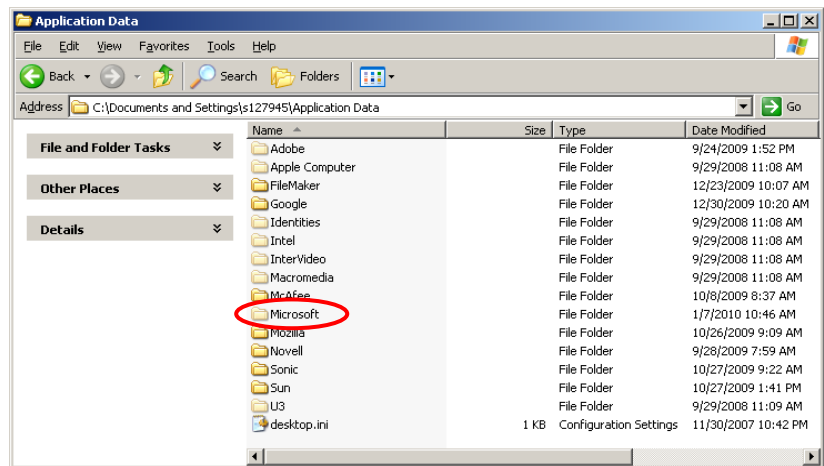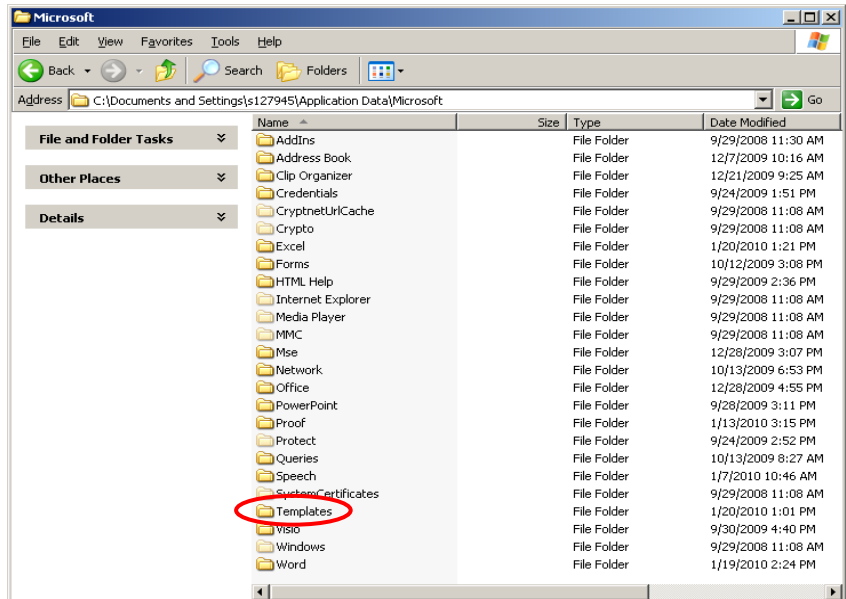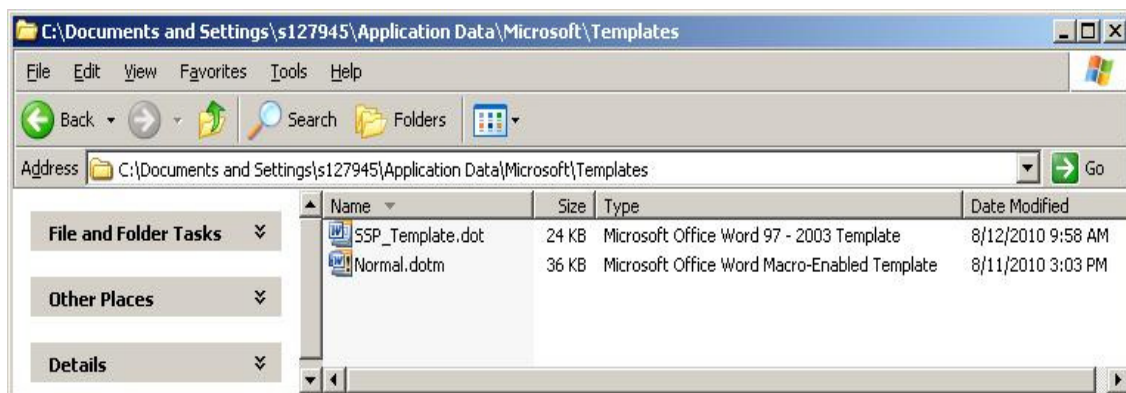# Word 2007 Templates Introduction

You will replace the existing Normal.dotm (or Normal.dot) file with the OE's Normal.dotm file. Before you do this, please read the following regarding the Normal.dotm file.

About The "Normal.dotm" (or "Normal.dot") File

- "Normal.dotm" is a global document template for Microsoft Word. Document settings (e.g. autocorrect, option settings) in this template affect all Microsoft Word documents opened on your computer.

- **Normal.dotm** in this instruction is customized to work with the **Macros2007.dotm** template that contains the macros used in specification development and processing.

- Installing **Normal.dotm** and **Macros2007.dotm** files as described in this instruction will replace the "Normal.dotm" file that previously existed on your computer. This means that you may not have some of the features or functionality you are accustomed to (e.g., auto correct, grammar correction, customized commands on toolbars).

- If you are unsure whether to replace your "Normal.dotm" (or "Normal.dot") template, but would like to try out the set of templates in this instruction, it is recommended that you save your "Normal.dotm" file off of your computer, first.

- Also, keep in mind, the functionality of these macros was developed for earlier version of Microsoft Word. It has been tested with Microsoft Word 2007 with no known problems, but we have no information regarding the compatibility with newer versions of Microsoft Word.

Once you have decided and took action on what you wanted to do with the existing file, you are ready to **Cut and Paste** the OE's **Normal.dotm** and the **SSP_Template.dot** in the Templates folder.

> If you are working with 2006 Standards use the 2006_SSP_Template.
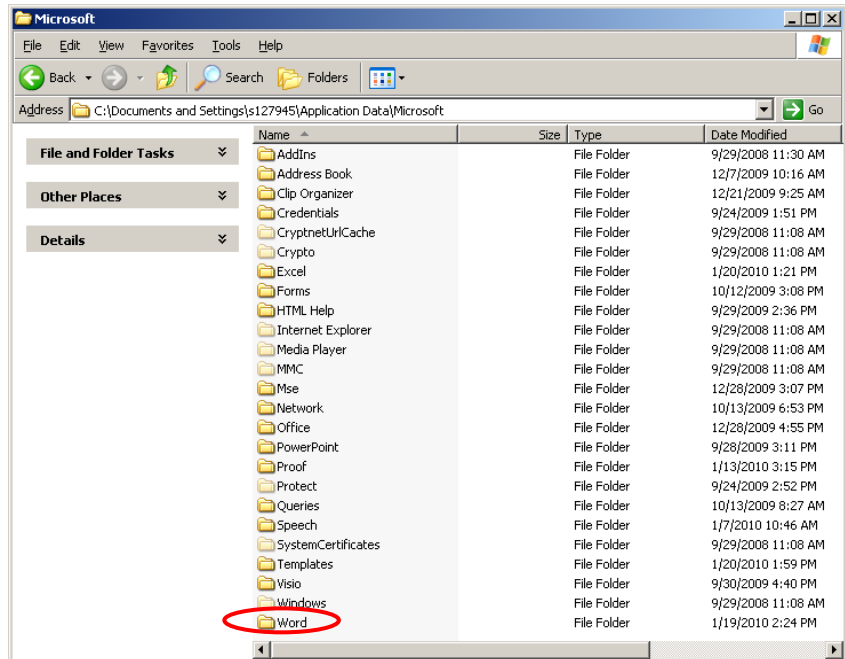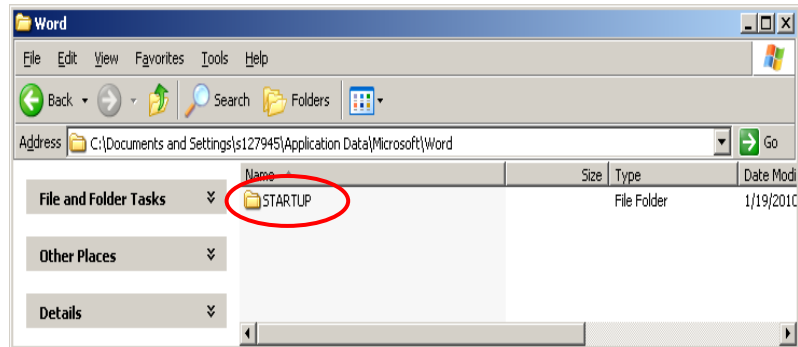> If you are working with 2010 Standards use the 2010_SSP_Template.

Click on the **Up** folder icon to go back up a level on the directory path.
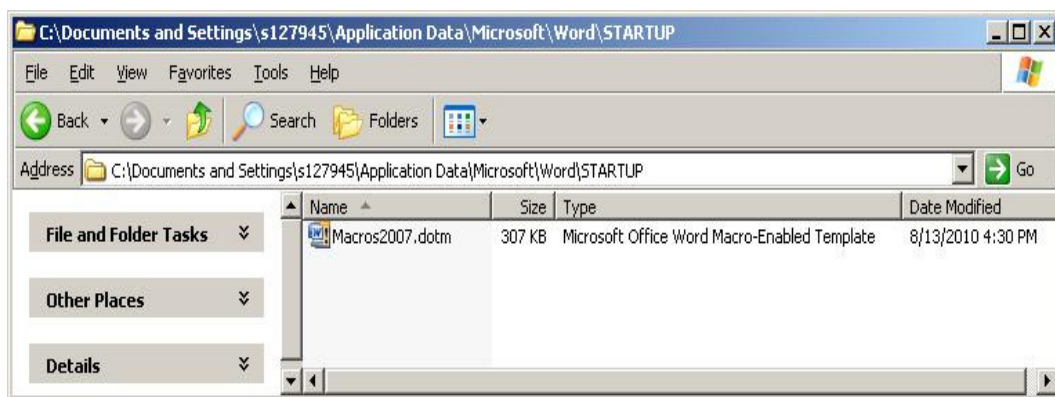
Double-click the **Word** folder >>

STARTUP >>

Cup and Paste the **Macros2007.dotm** file in the STARTUP folder >>

You have completed the installation of the OE's templates in Windows XP.

Close the Window!

Word 2007 Templates Introduction

Windows 7 file path for OE's templates

Once you "download" or save the **Normal.dotm, SSP_Template.dot** and **Macros2007.dotm** files on your Desktop, follow the instruction below to place the files in the proper folders on your computer.

OE's **Macros2007.dotm** needs to be in the following folder as shown below:
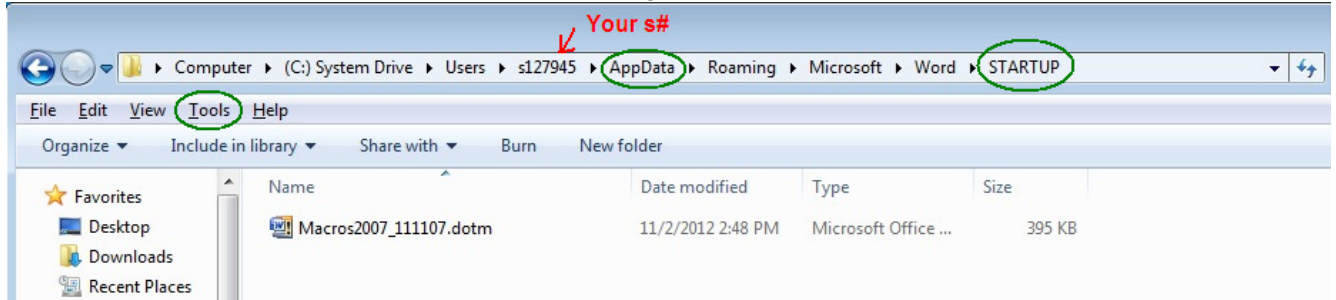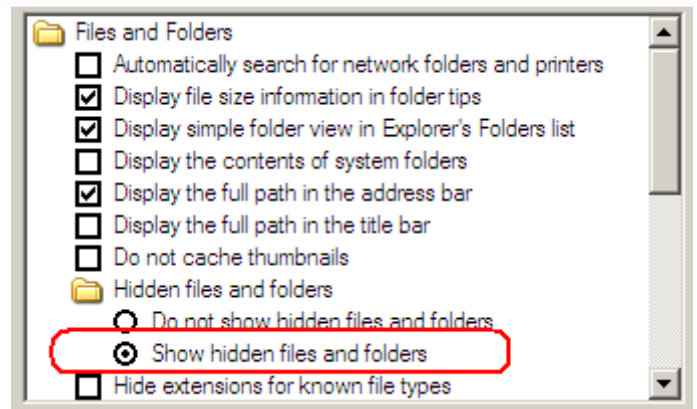

If you don't see the **AppData folder** after you selected your **s# folder** then you need to select
<u>Tools</u> >>

select <u>Folder Options…</u> >>

select the <u>View</u> tab >>

select the <u>Show hidden files and folders</u> option button > then select OK:

… now you should be able to see the **AppData** folder.

OE's **Normal.dotm** and **SSP_Template.dot** need to be in the following folder as shown below:

If you are working with 2006 Standards use the 2006_SSP_Template.
If you are working with 2010 Standards use the 2010_SSP_Template.
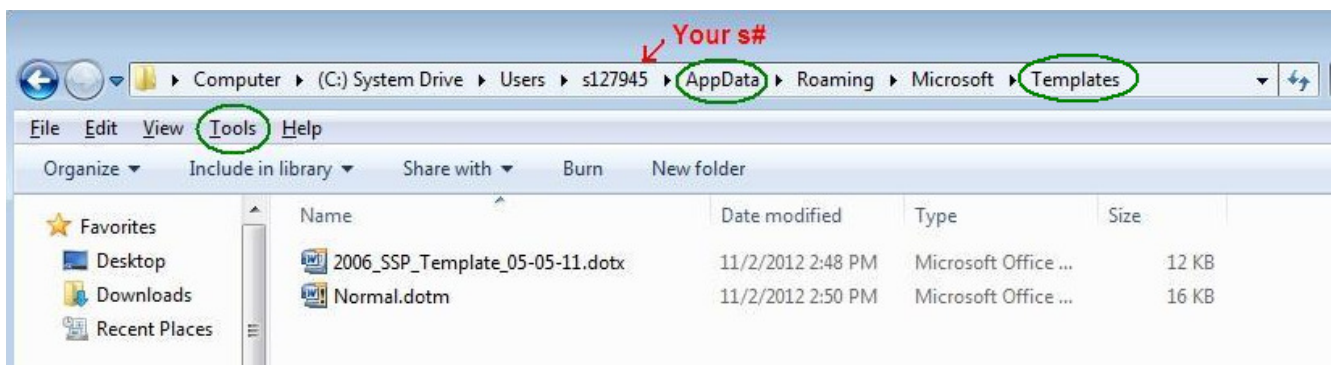
User Information set up and where to find the OE tools in Microsoft Word 2007… see the following pages.

Word 2007 User Interface

User Information set up

Open **Microsoft Word 2007** to see if the User Information has been set correctly. To do that, follow the instructions below.

Open Microsoft Word 2007 >
then click on the big **Office
Button** >>
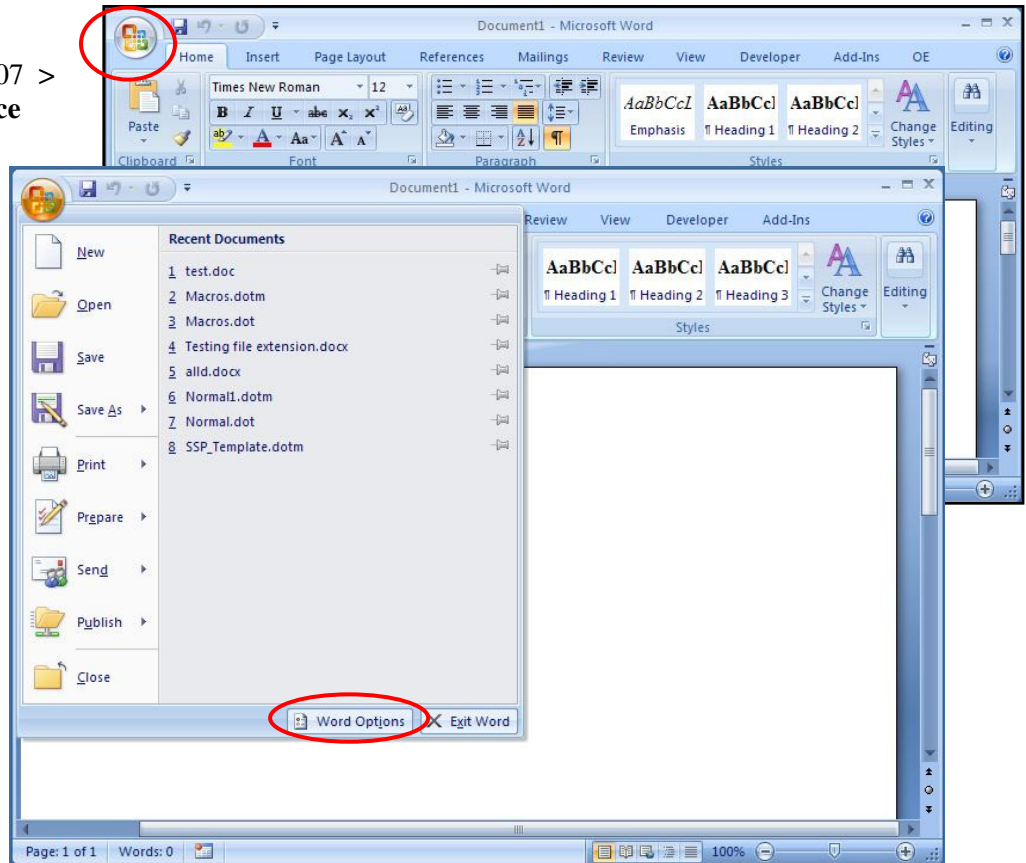
Word Options >>

Select the **Popular** menu > type your user name in the "User name" input box if it is not correct >
then type your initials in the "Initials" input box if it is not correct > Click the OK button at the bottom:

Introducing the OE tab
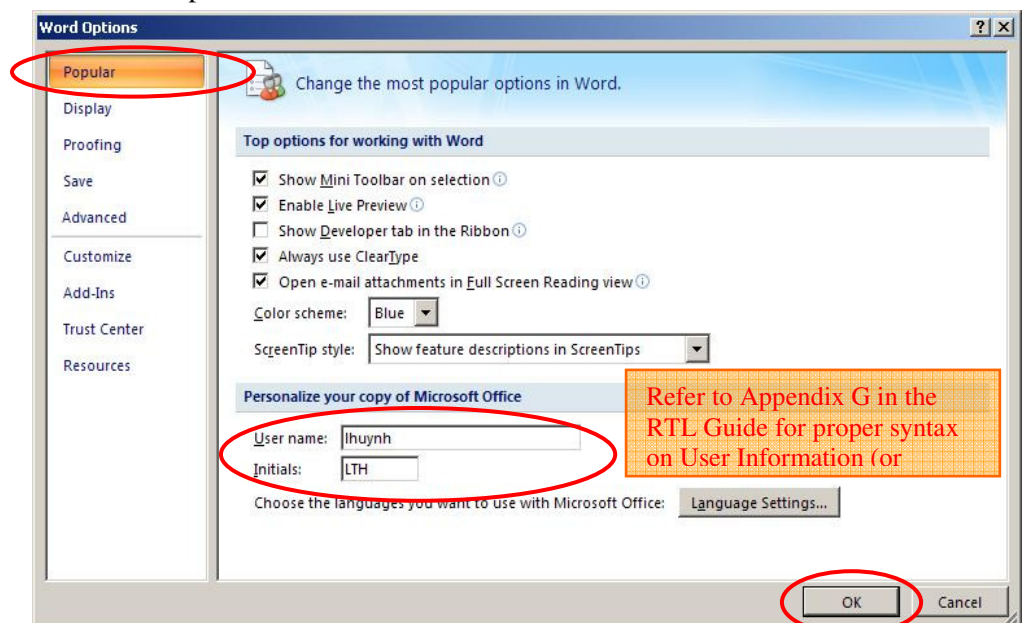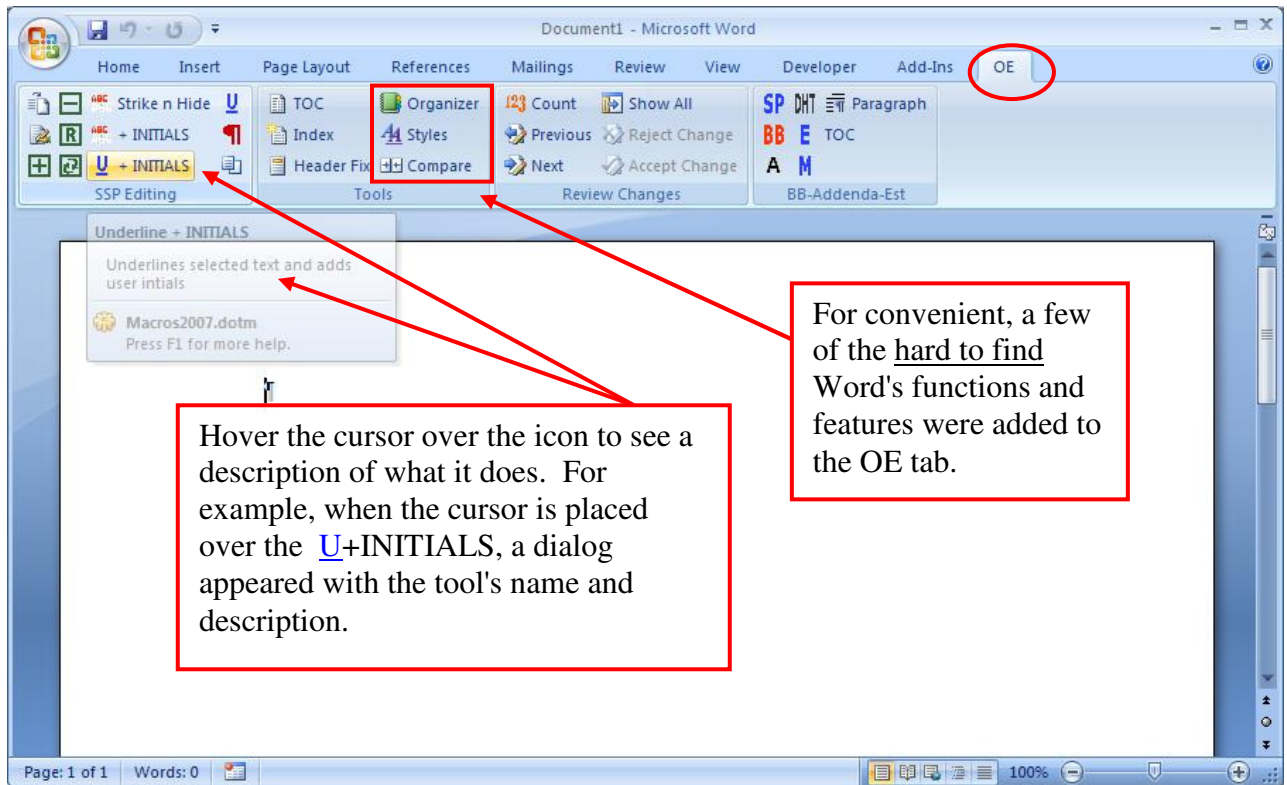
Same tools as before with a new user interface.

The OE tab contains the most used tools identified by the testers (DES-OE, D3, D7 and D12). Pease take a moment to learn what these tools do by hovering the cursor over them. The OE tab models after Microsoft's new user interface goal; it organizes tools according to related task to minimize redundancy.

For convenient, a few of the hard to find Word's functions and features were added to the OE tab.

Hover the cursor over the icon to see a description of what it does. For example, when the cursor is placed over the U+INITIALS, a dialog appeared with the tool's name and description.

The old OE's custom toolbars

It can be found in the **Add-Ins** tab > **OE menu** >>

Word 2007 Ribbon area
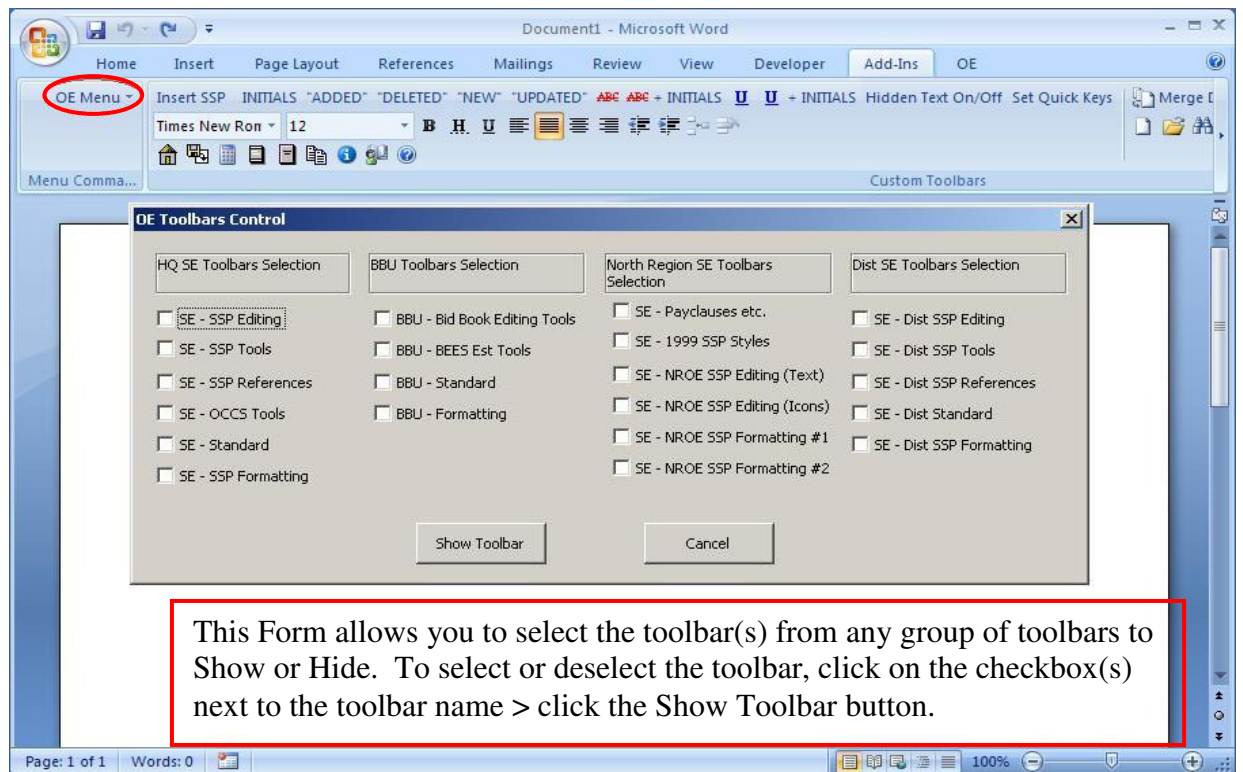
Click to scroll horizontally.

The OE Menu allows you to Show or Hide group of toolbars or individual toolbar. Try it… click on any of the items in the OE Menu and observe the selected toolbar(s) appears in the ribbon area.

Note: These toolbars are the original toolbars from Word 2003; un-modified in Word 2007. What was broken before is still broken!
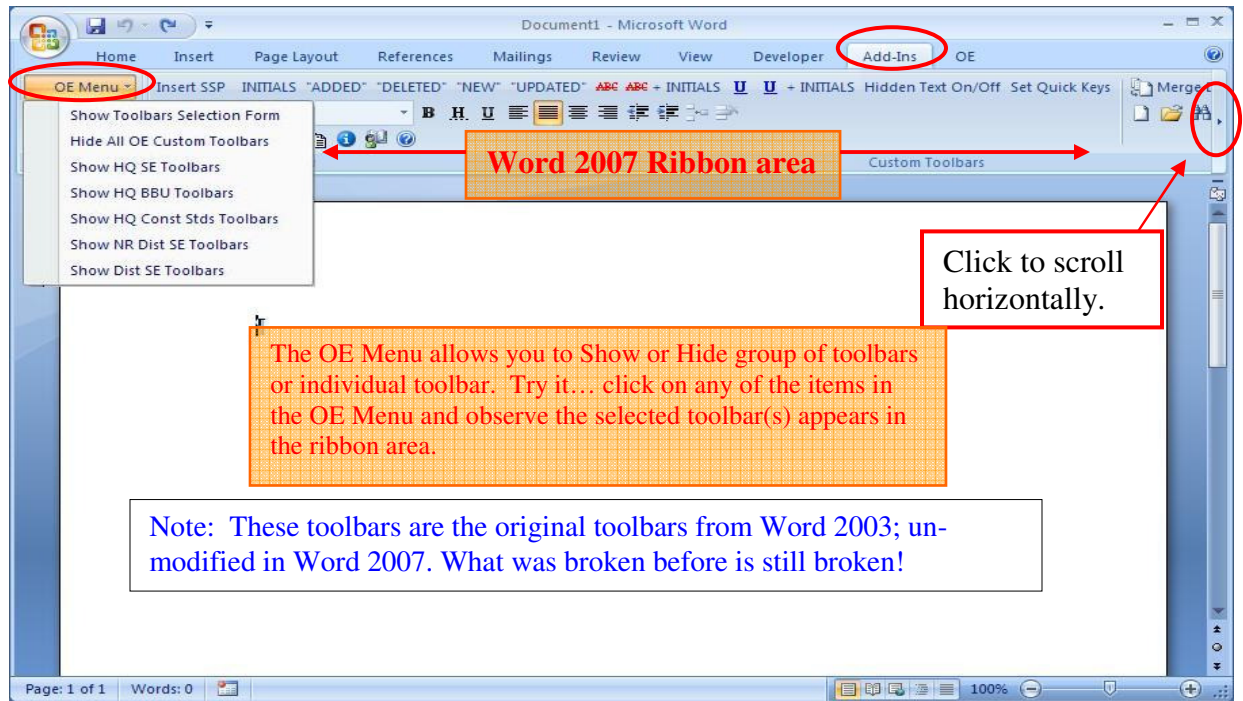
Select the **Show Toolbars Selection Form** from the OE Menu >>

This Form allows you to select the toolbar(s) from any group of toolbars to Show or Hide. To select or deselect the toolbar, click on the checkbox(s) next to the toolbar name > click the Show Toolbar button.

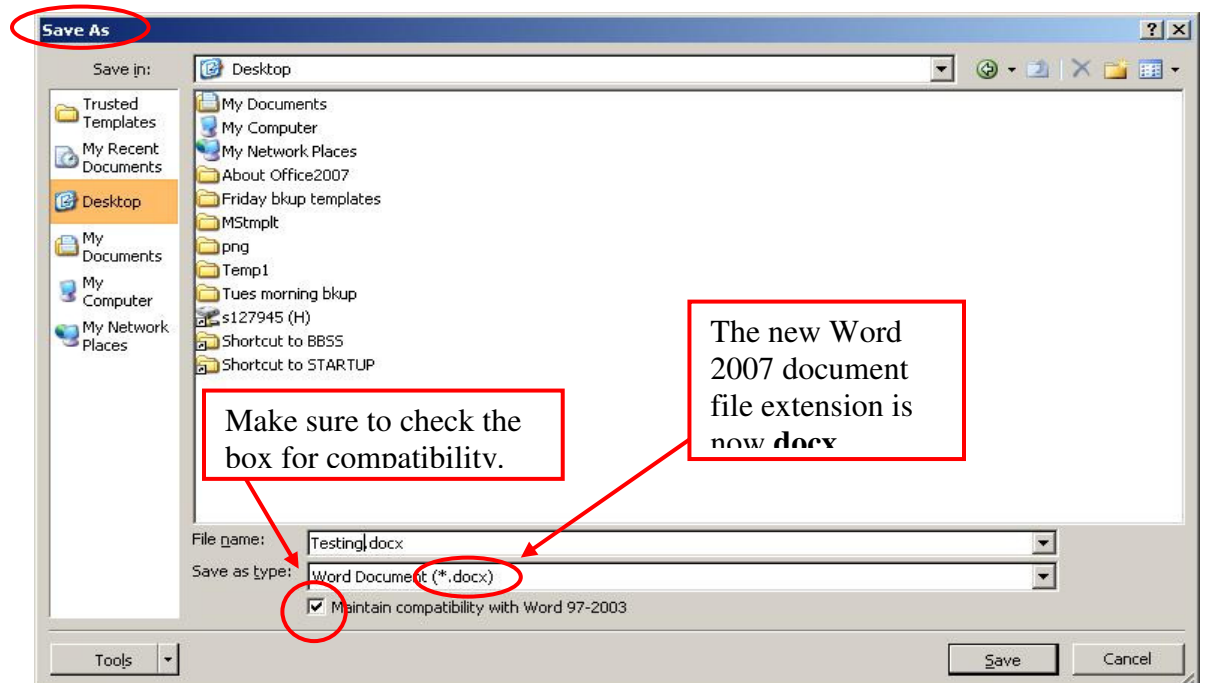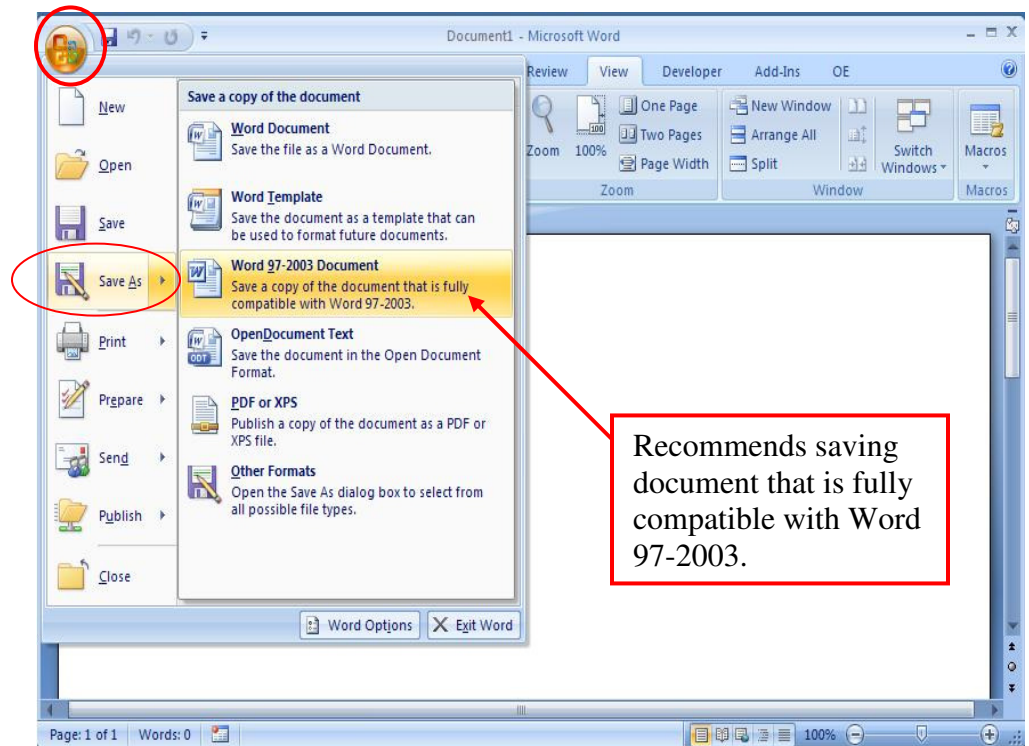The OE toolbars are displayed and available for your use!

Quick Overview of the New User Interface (UI)

As you get familiar with the new UI, you will notice it organizes controls according to related functionality.
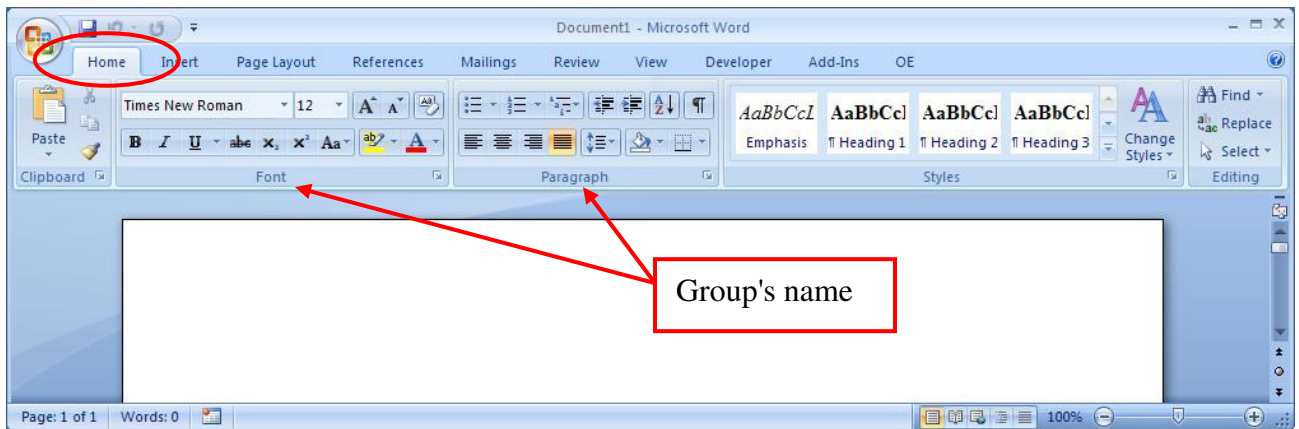
The Big Button

The File menu is now the **Big Button**:

This is where you can find functions such as
Save,
Save As,
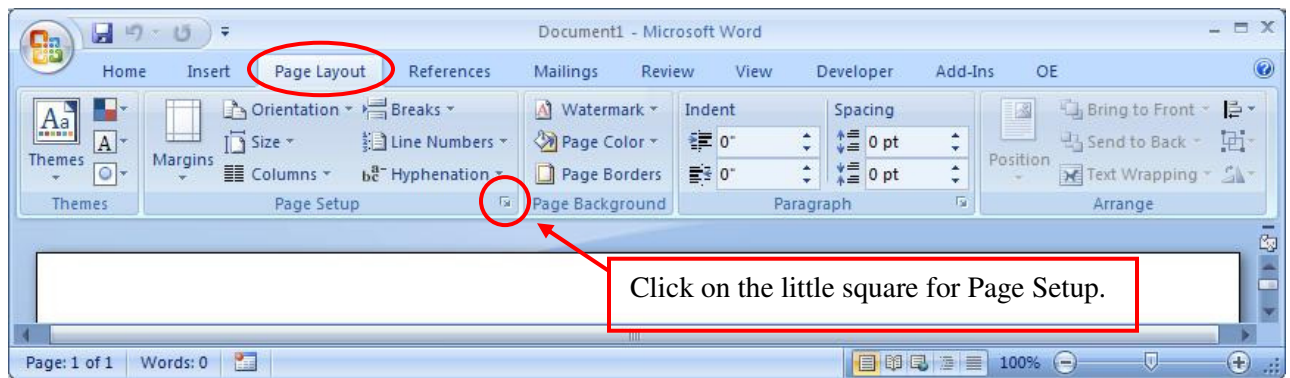**Print > Print Preview,**
etc.

Recommends saving document that is fully compatible with Word 97-2003.

The new Word 2007 document file extension is now **docx**.

Make sure to check the box for compatibility.

The Home tap contains the typical Word's formatting tools:

Group's name

The Page Layout tap contains your Page Setup dialog:

Click on the little square for Page Setup.

The View tap contains your document view as **Normal, Print Layout, Outline, etc**:

Available in any tab.
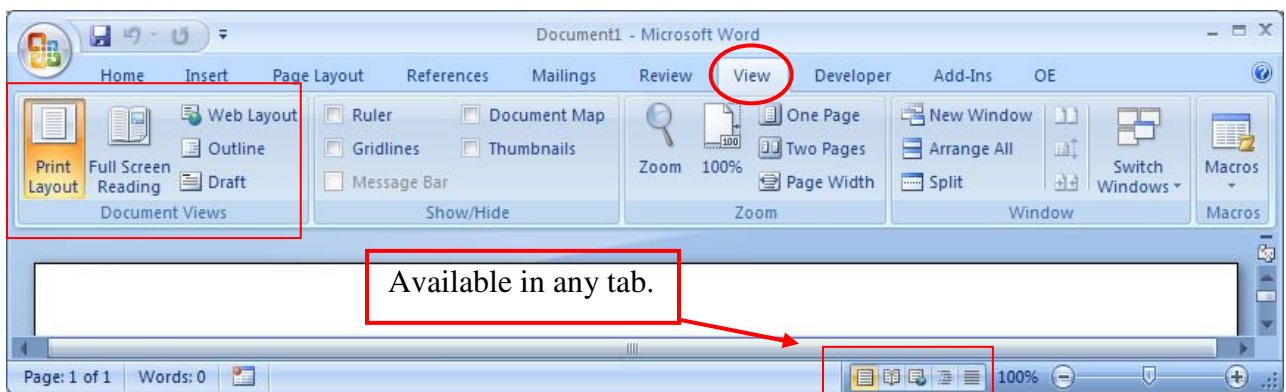
The Quick Access Toolbar

It allows you to add commands (or buttons) for quick access:

Select More Commands to see all the commands you can add to the Quick Access Toolbar.
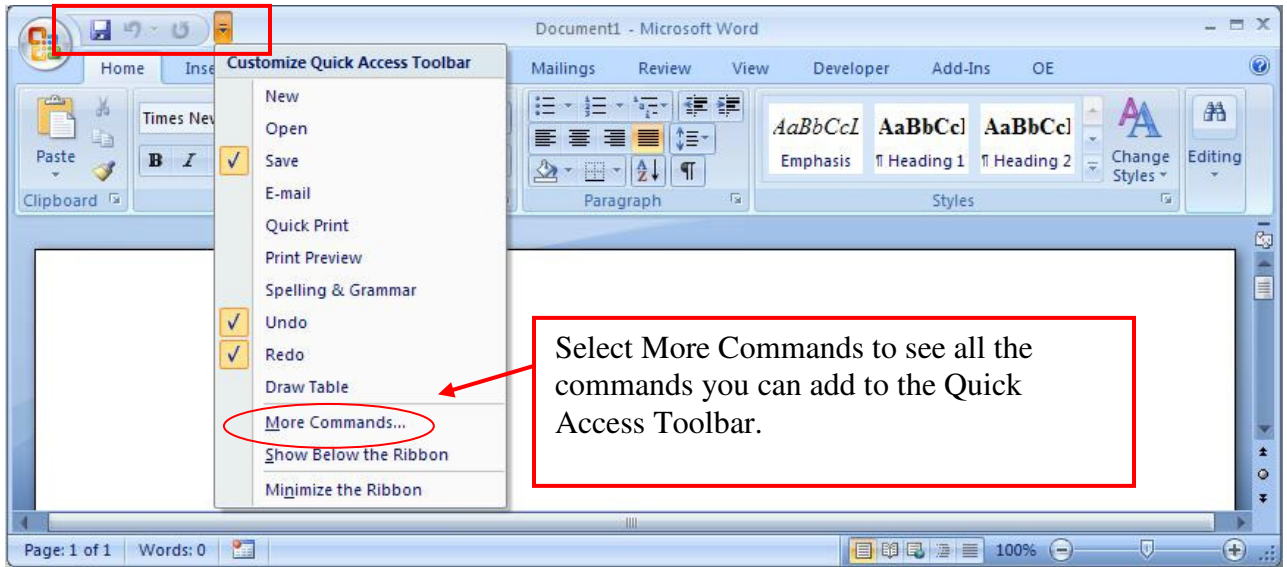
Hopefully the quick overview of the new user interface helped you start using Word 2007. Take some time to familiarize with the new look by hovering your cursor over the buttons and in no time you will be as familiar with Word 2007 as you are with the earlier version.